UNITED NATIONS

ST

Secretariat

ST/IC/1993/16
18 March 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director of Personnel

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 25 and 26 May 1993. The conditions for eligibility and other details are contained in information circular ST/IC/1992/72 of 5 November 1992.

2. Those wishing to take the examination in May 1993 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3.7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 p.m. and 3 p.m. from 6 to 18 May 1993.

3. The Language Proficiency Examination consists of a written test and an oral interview. The schedule for the written part of the May 1993 examination is as follows:

25 May 1993

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

26 May 1993

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination in order to allow time for check-in procedures.

4. The oral examination will be conducted on an individual basis and will consist of a 15-minute interview. Candidates will be given interview appointments at the time of their registration. They will be informed of the location of the examination at that time.

5. For the written examination, the location of the room in which each examination will be held will be posted on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2 and UNICEF House buildings. Candidates should check these bulletin boards during the week before the examinations, as the Training Service cannot send out individual notices announcing where the written examinations will take place.

6. Copies of sample examination questions can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by late July 1993. No results will be available prior to official notice.